



## ASSISTANT CHIEF OF POLICE

Job Code: 5002

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o021

### NATURE OF WORK

This is highly responsible administrative and complex protective service work planning, organizing, staffing, directing, and controlling the daily operations of the City's Police Department.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Reviews work product of all divisions and provides direction to senior staff
- Oversees hiring process
- Participates in all contract negotiations
- Assists in developing annual budget proposal and controlling budgeted expenses
- Assists in formulating and implementing police policy procedures, rules, regulations and programs
- Prepares and reviews operational and administrative reports
- Prepares detailed reports for the Chief
- Review and approves, prior to release, all public information requests
- Personally approves payments to confidential informants from impress fund
- Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement, as directed by the Chief of Police
- Evaluates the work of subordinates
- Prepares letters, memoranda, bulletins and other correspondence for the signature of the Chief of Police
- Assumes command of the Department during the absence of the Chief of Police
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of the laws, rules and court decisions relating to the administration of criminal justice and law enforcement
- Comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication.
- Comprehensive knowledge of controlling laws and ordinances.
- Thorough knowledge of the geography of the City.
- Demonstrated ability to lead and direct the activities of Police Officers
- Ability to maintain cooperative relationships with other City officials and with the general public
- Ability to evaluate the effectiveness of the Police operation and to institute improvements
- Ability to prepare and review reports
- Resourcefulness and sound judgment in emergencies, demonstrated integrity, and tact

### MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's degree in law enforcement, public administration or related areas and extensive experience of a wide and progressively responsible nature in police service
- Experience may substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have physical capability to pass police physical agility entrance tests
- Must have physical capability to run, walk, and climb over rough and unfamiliar terrain, fences and other obstacles for extended periods of time; to bend, accessing attics, crawl spaces, and other recesses of buildings; operate motor vehicle for long periods of time; to subdue persons resisting arrest; to move a disabled or combative individual
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment

## SUPERVISION RECEIVED

- General and specific assignments are received from the Police Chief
- Work is performed with little direct supervision and with extensive latitude for the use of independent judgment
- General direction is received from the Chief for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations

## SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations